

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

April 6,

2020

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order via an advertised conference call at 6:30 p.m. on Monday, April 6, 2020 with Trustee Angelou, Trustee Cavener and Township Administrator White, and Fiscal Officer Duff present.

Also present on the call were Fire Chief Fred Kauser, Police Chief William Price, Service Director DJ Tharp, Human Resources Director Becky Kadel, Public Information Officer Melissa Rapp and Administrative Assistant Melanie Barnette.

Chair Stewart reviewed conference call etiquette.

Res. 59-20 Approve the Meeting Minutes of February 18, 2020

Mr. Angelou moved to approve the meeting minutes of February 18, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 60-20 Approve the Meeting Minutes of March 2, 2020

Mr. Cavener moved to approve the meeting minutes of March 2, 2020. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 61-20 Approve the Meeting Minutes of March 17, 2020

Mr. Angelou moved to approve the meeting minutes of March 17, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 62-20 Approve the April 2020 Warrants

Mr. Cavener moved to approve the April 2020 Warrants. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS:

Chair Stewart thanked the first responders for their incredible efforts.

CORRESPONDENCE:

- | | | |
|---------------------------|----------------|---------------------|
| • 2547 S. Ferris Park Dr. | VB One LLC | Inoperable Vehicles |
| • 2348 Northglen Dr. | JRP Properties | Inoperable Vehicles |
| • 2565 S. Ferris Park Dr. | Thuy TT Ly | Inoperable Vehicles |
| • 2400 Melrose Ave. | Jorge Salazar | Commercial Vehicles |
| • 2140 Denune Ave. | Yusuf A. Ali | Zoning Compliance |

FISCAL OFFICER'S REPORT:

No report.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White reported that Chair Stewart swore in Mr. Rick Duff on April 1, 2020 as Fiscal Officer.

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Administrator White said prior to today's meeting she sent the trustees a spreadsheet with information about the contracts needing approval for the continued maintenance of the Township Operations Building.

Administrator White requested the approval of the contract with Sanders Lawn Care in the amount of \$15,500.

Res. 63-20 Approval of the Sanders Lawn Care contract in the amount of \$15,500

Chair Stewart moved to approve the contract with Sanders Lawn Care in the amount of \$15,500. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White requested the approval of the Buckeye Power contract in the amount of \$8,240.

Res. 64-20 Approval of the Buckeye Power contract in the amount of \$8,240

Mr. Cavener moved to approve the contract with Buckeye Power in the amount of \$8,240. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White requested the approval of the Speer Mechanical contract in the amount of \$8,997.

Res. 65-20 Approval of the Speer Mechanical contract in the amount of \$8,997

Chair Stewart moved to approve the contract with Speer Mechanical in the amount of \$8,997. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White requested authorization to sign the aforementioned contracts.

Res. 66-20 Approval of Administrator White to sign the aforementioned contracts for Sanders Lawn Care, Buckeye Power and Speer Mechanical.

Chair Stewart moved to approve Administrator White authorization to sign the contracts for Sanders Lawn Care, Buckeye Power and Speer Mechanical. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White requested the approval of the compensation package for the IT Director.

Res. 67-20 Approve the compensation package for the IT Director.

Mr. Angelou moved to approve the compensation package for the IT Director as presented by Administrator White. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White requested Fiscal Officer Duff be added to the bank account.

Res. 68-20 Approval to add Fiscal Officer Rick Duff to the bank account.

Chair Stewart moved to approve the addition of Fiscal Officer Rick Duff to the bank account for the township. Mr. Cavener seconded. All voted yea. Motion carried.

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Administrator White said there is a conference call on Thursday, April 9 at 6 p.m. with the FCTA regarding the possible delay in collection of the Franklin County property taxes.

Chair Stewart requested the trustees and department heads be on the call. Chair Stewart said the budget is tight and we must watch every penny.

HUMAN RESOURCES:

Ms. Kadel requested the approval of the Temporary Workforce Management Policy that was distributed last Thursday. She said if approved, the policy would be in effect through January 1, 2021, which provides an emergency paid sick leave bank and expands the Family Medical Leave to allow for COVID19 virus.

Res. 69-20 Approve the Temporary Workforce Management Policy

Chair Stewart moved to approve the Temporary Workforce Management Policy. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. Kadel revisited her memo regarding the alternate ID numbers for Delta Dental subscribers. Chair Stewart said the memo was very clear. Mr. Cavener agreed.

PUBLIC INFORMATION OFFICER:

Ms. Rapp said she has been sending out a lot of communications regarding the COVID19 virus. She said she is preparing a press release about Mr. Rick Duff being the new fiscal officer.

Ms. Rapp requested the approval of the contract with BrandLogic in the amount not to exceed \$41,840.00.

Res. 70-20 Approve the BrandLogic contract in the amount not to exceed \$41,840.00

Mr. Cavener moved to approve the BrandLogic in the amount not to exceed \$41,840.00. Mr. Angelou seconded. All voted yea. Motion carried.

SERVICE:

Mr. Tharp requested the acceptance of his retirement effective July 31, 2020.

Res. 71-20 Accept the retirement of Mr. Tharp effective July 31, 2020.

Chair Stewart accepted with regrets the retirement of Mr. Tharp effective July 31, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Tharp recommended that Mr. Roger Boggs be his replacement. Chair Stewart said the trustees would take his recommendation under consideration and will make the decision later.

Mr. Tharp requested that Roger Boggs be removed from probation and receive a pay increase to \$27.64 per hour, effective April 5, 2020.

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Res. 72-20 Approve removing Roger Boggs from probation and receive a pay increase in the amount of \$27.64 per hour, effective April 5, 2020.

Mr. Angelou moved to remove Roger Boggs from probation and approve a pay increase in the amount of \$27.64 per hour, effective April 5, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Tharp said four properties have been tagged for clean-up.

POLICE:

Chief Price requested Lt. Phillips be in charge when he is out on medical leave beginning April 15, 2020 for two weeks.

Res. 73-20 Approve Lt. Phillips to be in charge when Chief Price is out on medical leave beginning April 15, 2020 for two weeks.

Chair Stewart moved to approve Lt. Phillips to be in charge when Chief Price is out on medical leave beginning April 15, 2020 for two weeks. Mr. Angelou seconded. All voted yea. Motion carried.

FIRE:

Chief Kauser requested to hire Stan Broadway as a part-time dispatcher at the top hourly rate of pay effective April 7, 2020 to supplement the dispatchers during this emergency situation.

Res. 74-20 Approve the hire of Stan Broadway as a part-time dispatcher at the top hourly rate of pay effective April 7, 2020.

Chair Stewart moved to approve the hire of Stan Broadway as a part-time dispatcher at the top hourly rate of pay effective April 7, 2020 to supplement the dispatchers during this emergency situation. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested approval to appropriate previously certified funds and approve up to \$50,000 for locally sourced food-related services if the need arises to feed firefighters and dispatchers in response to the COVID-19 surge. Further to authorize the Fiscal Officer to determine which account(s) to appropriate funds.

Res. 75-20 Approval to appropriate previously certified funds and approve up to \$50,000 for locally sourced food-related services if the need arises to feed firefighters and dispatchers in response to the COVID-19 surge. Further to authorize the Fiscal Officer to determine which account(s) to appropriate funds.

Chair Stewart moved to approve up to \$50,000 for locally sourced food-related purchases. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested approval to appropriate previously certified funds and approve up to \$50,000 for locally sourced hotel services if the need arises to provide temporary housing for firefighters and dispatchers in response to the COVID-19 surge. He said he Administrator White has pre-approved an amount up to her spending authority.

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Res. 76-20 Approval to appropriate previously certified funds and approve up to \$50,000 for locally sourced hotel services if the need arises to provide temporary housing for firefighters and dispatchers in response to the COVID-19 surge.

Chair Stewart moved to appropriate previously certified funds and approve up to \$50,000 for locally sourced hotel services if the need arises to provide temporary housing for firefighters and dispatchers in response to the COVID-19 surge. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval to appropriate previously certified funds up to \$25,000 in emergency personal protective equipment (PPE) if necessary, in response to the COVID-19 surge.

Res. 77-20 Approval to appropriate previously certified funds and approve up to \$25,000 in emergency personal protective equipment (PPE) if necessary, in response to the COVID-19 surge.

Chair Stewart moved to appropriate previously certified funds and approve up to \$25,000 in emergency personal protective equipment (PPE) if necessary, in response to the COVID-19 surge. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said he hopes the expenses will not be needed. He said he will be tracking the COVID-19 expenses for federal reimbursement.

Chief Kauser requested to temporarily suspend the Sick Leave Incentive and award credit for the first-half payout based on Pre-COVID declarations and isolation requirements.

Chair Stewart agreed it should be suspended and paid up to the time the COVID declaration; do not count the COVID months. Mr. Cavener and Mr. Angelou agreed, but had questions about the length of the suspension. Upon more discussion, Chair Stewart requested Chief Kauser, Administrator White and Ms. Kadel work out the details and present the information at the next meeting. Chair Stewart said an emergency meeting could be arranged for this.

Administrator White requested that any visitors on the call should contact the township office with any questions they may have.

There being no further business, Mr. Cavener moved to adjourn. Mr. Angelou seconded. All voted yea. Motion carried. The meeting adjourned at 7:22 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Rick Duff, Fiscal Officer